

<p style="text-align: center;">Minutes of the Suffield Permanent Building Commission Thursday March 20, 2014</p>

PBC Members Present

Glenn Neilson, Vice Chairman
Bill Gozzo, member
Cathie Ellithorpe, member
Kevin Goff, member

Also Present

Julie Oakes, Facilities Manager
Angela Cahill, Fletcher Thompson Architects

Call to order: The meeting was called to order at 7:02 p.m.

Public Comment: None

Correspondence: None

Review of February 20 and March 6, 2014 Minutes

- Mr. Goff made a motion to accept the minutes as written, seconded by Mr. Gozzo. All in favor, motion passed unanimously.

Change to Agenda

- Mr. Goff made a motion to table all agenda items except the Town Hall Renovation project, seconded by Mr. Gozzo. All in favor, motion passed unanimously.

Town Hall Renovation Project:

- Ms. Cahill presented the plans for the Town Hall renovation project. They are approximately 90% complete. Some code modifications still need to be obtained from the Building Department and UL drywall systems need to be on the drawings for stair and ceiling attic separation.
- The drawings need to show the occupancy loads. The distance from the building to the new outdoor air cooled chiller needs to be measured for bidding purposes. Mr. Neilson wants to know if there will be an induction fan on this boiler. Additional travel distances need to be placed on some drawings.
- The BTU's of the boiler need to be checked. If it is a certain BTU than 2 exits will be needed from that room. Currently the plans show only one exit.
- Mr. Neilson has some issues with the server area. The exit and door swings do not have the required 30" x 48" approach. The tendon cables need to be located on the docks plank prior to core drilling of the MEP risers.
- Ms. Oakes will contact the Ingersol Rand representative again about getting a quote for the door hardware.
- Ms. Cahill noted that signage was recently added to the project per Mr. Cloonan.
- If the Town Clerk and IT area are to be fully accessible during construction, the bidders need to be provided with temporary lighting, HVAC and a minimum 1 hour separation between the public and construction. Work in these areas needs to be done OFF hours.
- Mr. Cloonan will be asked what should be carried in the bidder's scope for electrical service to the transformer. Ms. Cahill will call the town's contact person at CL&P for some guidance.
- New ceilings were added to the project. Because of the amount of overhead work, all the old ceilings and grid work will be removed completely out of the basement and about 60% of the first floor area.
- Ms. Ellithorpe suggested that a sink could be removed from a bathroom to increase the turning radius and to widen a hallway. The occupant load and fixture count needs will be checked.
- Mr. Cloonan will be asked if there are going to be all new lights in the new ceilings. If so, Ms. Cahill could provide a lighting survey and design for all the rooms.
- Mr. Goff suggested that CL&P might be able to provide some rebates for the upgraded lighting.
- Carpet tiles will be used to cover all existing VAT tiles and VCT tiles since they are laying flat and are not pulling up in any areas.

- Ms. Cahill expressed her concern that the scope keeps expanding. She presented a letter from Fletcher Thompson outlining their increased costs and fees. Doors, hardware, ceilings, carpets and finishes have been added outside of the original scope of Phase 1 design and Phase 2 construction documents and bidding.
- Mr. Goff questioned whether there was enough money in the budget to complete the project. He asked Ms. Cahill to continue to work on the projected costs of these items.

Kent Memorial Library ADA Entrance Project

- Tabled

Kent Memorial Library Renovation Project

- Tabled

High School Fire Pump Project

- Tabled

High School Agri-Science Large Animal Facility Project

- Tabled

Invoices

- Mr. Goff made a motion to pay Application for Payment #1 from **Milton Beebe & Sons** in the amount of \$50,127.84 for firepump reconstruction work. Mr. Gozzo seconded it, all in favor, motion passed unanimously.
- Mr. Goff made a motion to pay invoice #1407-02 from **Oak Park Architects** in the amount of \$2,606.25 for additional work on the firepump. Mr. Gozzo seconded it, all in favor, motion passed unanimously.

Other business

- Ms. Oakes informed the committee that the CECO parts for the LAF roof are still on backorder and have not arrived yet. There are two leaf collectors left to be installed on the LAF and some overhead door gaskets are on order after being cut too short.
- Also there is a new mechanical engineer on staff at Silver Petrucelli and Ms. Oakes has shown him around the KML site to get him familiar with the HVAC project there.

Next Meeting Date

- The next meeting of the PBC is tentatively scheduled for Thursday 4/03/14.

Adjourn

- There was a motion made and seconded to adjourn at 8:47 p.m.

Submitted by
Linda Zaffetti

Joseph J. Sangiovanni, Chairman

Chairman Signature